

**SECRET**

ODS 67-2297

1 MAY 1967

**MEMORANDUM FOR : Deputy Director for Support****SUBJECT : Space Requirements - Central Processing Branch**

1. This memorandum submits a recommendation for your approval. This recommendation is contained in paragraph 4.

2. In 1966 when the Personal Property Section, then in the Passenger Movement Branch in the central Office of Logistics, transferred to the Office of Personnel and became a part of our Central Processing Branch (CPB), it was felt that some personnel savings might be accomplished from the merger. Unfortunately, at the time of the transfer there was no room then in the area occupied by the CPB for the new Personal Property Section. Unsuccessful in our request that adjoining space occupied by the Office of Medical Services be made available, we have operated with the Personal Property Section located away from the rest of CPB.

3. A smoother and more efficient performance of the travel function in the CPB could be achieved if some space could be found—either by complete relocation of this Branch or by expansion in the present area—to permit the complete integration of the Personal Property Section in the CPB. As some time has passed since our last request, it is our hope that changing circumstances now make it possible to acquire this space.

4. It is recommended that additional space be made available to the Central Processing Branch for the Personal Property Section.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

The recommendation in paragraph 4 is approved.

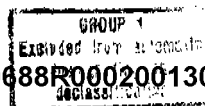
**SIGNED**

\_\_\_\_\_  
for Deputy Director  
for Support

8 MAY 1967

Date

Central Processing is to have the space we looked at the other day. Chief, LSD/OL will handle. D/GMS has been informed. W

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*Space &  
Equip*

6 OCT 1966

MEMORANDUM FOR: Chief, Benefits and Services Division

SUBJECT : Equipment Request -- Personal Property Section

REFERENCE : Memo to C/NSD/OP fr C/PFS, CPB/OP dtd 23 Sep 66,  
Subject: Relocation of the Personal Property  
Section, CPB/OP

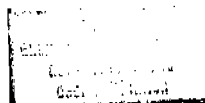
1. We have carefully reviewed referenced memorandum requesting two-drawer desk-type safes (or a vault area in lieu thereof), modern open type filing equipment if a vault is authorized, and an external speaker for the telephone system.

2. Our response to this request must of necessity be negative at this time. As you know, the creation of additional vault space is only authorized when no other method of conducting business is feasible. We do not feel that the request of the Personal Property Section (PFS) for a vaulted area falls in this unique category. Also, if the necessity for a vault for PFS was approved, we would not have the funds in either FY 1967 or FY 1968 to purchase open shelf filing equipment.


3. Two-drawer desk-type safes are in very short supply at the present time. The Office of Personnel components that now utilize this type of desk-type safe ordered them, in almost all instances, prior to our move from Curie Hall to the Headquarters Building. The few safes of the type in OP that will be available as a result of constructing a vault for the "Skills Bank" must be returned to the Office of Logistics to offset the costs incident to constructing the vault and reorganizing space for OP components on the 5th floor.

4. The external speaker for the telephone system is an item that the Agency telephone section does not want to handle because of greatly increased costs. Also, many components of the Agency would be interested probably in obtaining such elaborate telephone equipment and Logistics is reluctant to authorize one component to have such equipment and deny its use to another component where it might be equally desirable but not essential.

5. We have just received a memorandum from the Executive Director-Comptroller which states clearly that we are to hold all construction, travel, and purchasing costs to the minimum and defer wherever possible



expenditures of funds for such activities. In light of the above, I do not feel that it is practical nor in keeping with the spirit of the times to request any equipment or construction at this time for PPS.

  
Executive Officer  
Office of Personnel

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Pass the word  
on

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Advised

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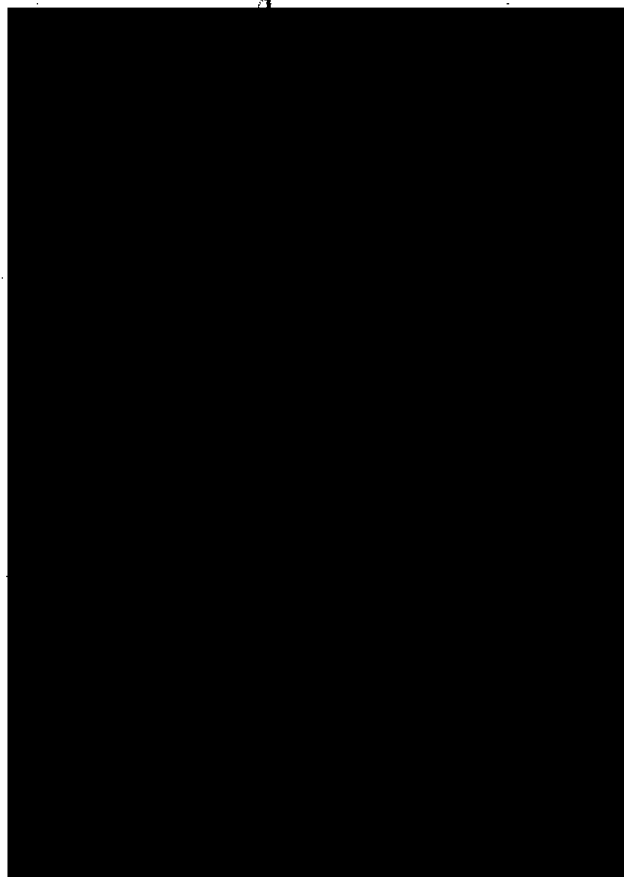
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